

From: Deputy Director, Admin

Sent: Wednesday, August 14, 2013 1:43 PM

To: +All HQ Employees

Subject: Building Update - 10th Floor Break Room Cabinet Repair

On May 31, 2013, water spilled from the sink onto the floor and cabinet in a 10th floor break room. On July 26, 2013, the Department of General Services (DGS) began repairs to the cabinet. On Friday, August 16, 2013, at 7:00 p.m. the DGS will complete the remaining repairs to the cabinet in break room 1004 at the Board of Equalization (BOE) headquarters building at 450 N Street.

Consistent with our repair protocol for the building, DGS will construct a containment in the break room while it is temporarily out of service. All clearances and air sample results associated with the repair will be posted on the BOE HQ Building Assessment website.

The DGS has indicated that break room 1004 will be available to use on Monday, August 19, 2013.

The BOE's industrial hygiene consultant, Hygiene Technologies Inc. (HTI), will monitor all DGS activities.

Thank you,

Liz Houser
Deputy Director Administration
Board of Equalization